

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR INFORMATION**

### **FOR**

**US 20, BIG LOST RIVER REST AREA  
and  
US 26, CLARK HILL REST AREA**

**Project Nos. NH-6380(100) & NH-6500(122)  
Key Nos. 9620 & 9622**

**October 21, 2004**

# **Request For Information**

## **Table of Contents**

- General Information
- Preparation Instructions and Requested Information
- Scope of Work

## **General Information**

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a statement of their company experience and qualifications in Rest Area functional assessment and design. From these submissions, select firms will be asked to submit proposals for providing design services on the following projects: US 20, Big Lost River Rest Area & US 26, Clark Hill Rest Area. A general project scope of work is provided below.

### **GENERAL TERMS**

This Request for Information (RFI) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of the requested submittal or in subsequent negotiations.

### **REVISIONS TO RFI**

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

### **RESERVATION OF RIGHTS BY ITD**

The issuance of this RFI does not constitute an assurance by ITD that any contract will actually be entered into by ITD and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all submissions
- Reissue the Request for Information
- Invite additional respondents to the solicitation
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFI and cancel this request with or without the substitution of another RFI
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this RFI, each respondent agrees that any finding by ITD of any fact in dispute as to this RFI or the responses thereto shall be final and conclusive except as provided herein.

## **CONFLICT OF INTEREST**

By responding to this RFI, the Consultant agrees not to have any interests, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under an agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

## **PROFESSIONAL REGISTRATION REQUIREMENTS**

Prior to the execution of a Professional Services Agreement for the subject projects, the selected Consultant shall have registered or be in the process of registering with the State of Idaho Board of Professional Engineers and Professional Land Surveyors (IBPEPLS). For further information regarding registration, please call the IBPEPLS office at (208) 334-3860.

## **EEO REQUIREMENTS**

Respondent agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

## **DBE PARTICIPATION REQUIREMENTS**

For this project, DBE utilization may be required. At this time, the goal for DBE participation on this project has not been determined. The DBE Commitment form is not required for this RFI. For further information regarding DBE participation requirements, call the ITD EEO Office at (208) 334-4442. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbeforams.htm>

## **PROPRIETARY MATERIAL**

ITD assumes no liability for disclosure of proprietary material submitted by respondents. RFI submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

## **SELECTION**

It is the intent of ITD to take approximately 10 working days, commencing on the submission date shown below, to evaluate the RFI submittals. After evaluations of the RFI submittals, it is the intent of the department to solicit from a minimum of five (5) firms a detailed proposal to provide professional services on the projects identified above. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed.

### **CONTACT INFORMATION**

All questions concerning the procedures of this request for information shall be directed to Nestor Fernandez at (208) 334-8495, or faxed to (208) 334-8025.

Project specific questions shall be directed to Lin Shang, District Six, at (208) 745-5661.

## **Preparation Instructions And Requested Information**

**RFI Submittals must conform to the following instructions. Any non-conforming proposal will be rejected.**

Five complete copies of the RFI submittals must be received by **4:00 p.m. MST on November 4, 2004**. ITD will not accept copies sent by FAX. Submittals must be delivered in a sealed envelope or package with the project name, and the consultant's name and address clearly indicated on the envelope or package. Submittals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Submittals shall be sent to: Nestor Fernandez, P.E.  
Consultant Administration Engineer  
Idaho Transportation Department  
P.O. Box 7129 (3311 W. State St., Room 214)  
Boise, ID 83707-1129 (Boise, ID 83703-5881)

***Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.***

It is the Department's intent under the Request for Information format for the Consultants to demonstrate their experience in working on this type of project. Once Consultants are chosen to submit proposals, they must demonstrate their ability to perform on these specific projects.

### **FORMAT**

- The length of the submittal shall be no more than **4 pages**, including an introductory letter.
- A cover page is acceptable, and does not count in the RFI page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

### **INTRODUCTORY LETTER**

The introductory letter should be addressed to: Nestor Fernandez, P.E.  
Consultant Administration Engineer  
Idaho Transportation Department  
P.O. Box 7129  
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, identify the contact person, and list a contact telephone number.

## **REQUESTED INFORMATION**

The following information is being requested through this solicitation:

### **Company Experience (*maximum 50 points*)**

Provide a brief history of the firm and some general information regarding the firm's areas of expertise and company structure. Provide detailed information on similar, successful projects performed within the past five (5) years. This should include specific information on the dates and type of services provided. Describe the company's capabilities in handling this type of project. List three (3) verifiable professional services references with a contact person and phone number.

# **SCOPE OF WORK**

**Big Lost River Rest Area Reconstruction, Key 9620  
Milepost 265 on US-20/26, Butte County  
and  
Clark Hill Rest Area Rehabilitation, Key 9622  
Milepost 357 on US-26, Bonneville County**

## **NEEDS**

The Idaho Transportation Department has a construction budget programmed for the 2006 fiscal year of approximately \$3 million to rehabilitate two remote rest areas in District 6, which covers the northern half of eastern Idaho. We are seeking consultants who are interested, qualified, and experienced to provide consultant services over the next 18 months to perform the work of assessing needs and designing contract construction solutions to meet those needs. All work must be performed on a fast track, as the schedule is compressed.

The work will be in two phases:

### **Phase One: Assessment and Recommendation**

The Consultant will visit both facilities and assess their current physical, operational, and service condition; interview District maintenance personnel, review maintenance records, assess current traffic demands, and predict future needs; then deliver a draft report to the District documenting the assessments and recommending a range of options for rehabilitation, starting with the minimum level of effort necessary to maintain current or baseline service to the traveling public. The remaining options will describe necessary upgrades and opportunities to better meet current demands and future needs. All options must be described sufficiently to build a Scope of Work for their design, and have order of magnitude cost and time estimates that meet the current budget. The Consultant will receive comments from the District and finalize the report.

### **Phase Two: Design**

The Consultant will design and deliver the plans, specifications, and estimate for construction of the selected option that match the schedule and amount of current funding as published in the State Transportation Improvement Plan. The contract documents shall be in accordance with all ITD requirements and design standards. Consultation and application with State and Federal agencies will be necessary to acquire for the State all necessary permits. Close coordination with both ITD District and Headquarters staff will be required.